

STATE OF WISCONSIN  
DEPARTMENT OF HEALTH AND FAMILY SERVICES  
DIVISION OF MANAGEMENT & TECHNOLOGY  
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Cash and Check Handling 2.0	EFFECTIVE DATE: 9/17/87
TITLE: Deposits to the State Treasurer	REVISION DATE: 10/1/96
AUTHORIZED BY: Donald N. Warnke, Director	PAGE 1 OF 11

**POLICY**

Past policy allowed organizations within DHFS to send receipts directly to the State Treasury in order to process revenues into the general fund as quickly as possible for improved cash management. The deposit information was keyed into both FMS (via a DMS-141) and WiSMART (via an ST-1). The ST-1 was keyed into the RODE system by DOA, and then translated and interfaced into WiSMART. DOA has eliminated the RODE system, therefore, the deposit voucher information will be keyed directly into WiSMART. In order to accomplish this, all deposits are to be forwarded to the Bureau of Fiscal Services, not the State Treasurer's Office effective for all deposits initiated on or after October 14, 1996.

**PROCEDURES**

A sample set of forms for deposits is attached.

1. Preparation of Deposit Voucher DMS-141. (See Attachment 1) Each organization will prepare a Form DMS-141 with one line of coding.
  - A separate DMS-141 needs to be prepared for cash deposits vs checks being deposited because of restrictions in WiSMART.
  - Appropriation will always be 975.
  - Account class will always be 499990.
  - Center will be the appropriate Sublevel 1 and Sublevel 2 for the organization, project 000, R/A 001. For example, Mendota Mental Health Institution has a Sublevel 1 of 21 and Sublevel 2 of 01. Therefore, the center code would be 2101000001.

The organization preparing the DMS-141 will be required to prepare deposit tickets as shown in the attached communications from the State Treasurer. (See Attachment 2) Endorsement is limited to 1½ inches on the trailing edge of the reverse side of the check.

- Assign and enter a deposit voucher number.
- The signature and phone number of person preparing the DMS-141 is required as well as the Division/Institution Approval.
- The journal voucher number prepared to clear the entry to Appropriation 975 should be written in the Comments/Notation Section and in Description 1 of the Deposit Voucher.

2. Preparation of Journal Voucher DMS-122

- Each organization will prepare a Form DMS-122 as shown (See Attachment 3) to allocate the amount previously charged to Appropriation 975 on the Deposit Voucher to those codes that actually reflect the transaction.
- The deposit voucher number that is being cleared should be referenced in the Comments/Notations Section of the journal voucher clearing the Appropriation 975 entry. The deposit voucher number must also be entered in the Description 1 field of the line debiting Appropriation 975.

3. The Deposit Voucher, deposit ticket(s), funds to be deposited, the journal voucher, and all supporting documentation required by the respective BFS Lead Accountant should be submitted together to the BFS CASHIER in the Bureau of Fiscal Services. These documents are to be mailed or hand carried to the Bureau of Fiscal Services. These are not to be sent through inter-departmental mail. In no situations are deposits to be left on a vacant desk. If the BFS CASHIER is not available to accept the deposit, contact the appropriate BFS Lead Accountant or their Assistant. The deposit shall be secured in BFS at all times.

4. Bureau of Fiscal Services actions upon receipt:

- The Deposit amount will be verified to the deposit voucher by the BFS Cashier.
- The BFS Cashier will key a CR transaction directly into WiSMART and apply the first level approval.
- The BFS Cashier will attach a screen print of the approved CR transaction to the DMS-144 and forward the deposit voucher, journal voucher, and any supporting documentation to the appropriate BFS Lead Accountant.
- The BFS Cashier will attach a screen print of the approved CR transaction to the funds to be deposited and deposit ticket, and forward to the State Treasurer's Office in the next courier delivery.

- The Lead Accountant will review the WiSMART CR transaction on the suspense file to verify that the document has had the final approval applied by the State Treasurer's Office. The lead accountant will then submit the deposit voucher and journal voucher to the BFS Processing Section for keying into FMS.
5. If, as in the case of lockbox deposits, the State Treasury initiates the deposit by keying the transaction into WiSMART directly, the appropriate BFS Lead Account or their Assistant will prepare the DMS-141, attach a screen print of the WiSMART transaction, and forward the DMS-141 directly to the BFS Processing Section for keying into FMS.
  6. There is no change from current procedures for payroll deposits.

#### **ATTACHMENTS**

- 1 Deposit Voucher (DMS-141) Example
- 2 Office of State Treasurer, Instructions for Departmental Deposits
- 3 Journal Voucher (DMS-122) Example

#### **REFERENCES**

Wisconsin Statutes s. 20.906  
**CASH AND CHECK HANDLING 1.0 ( Handling of Cash Receipts)**

#### **CONTACT PERSON**

Your Lead Accountant in the Bureau of Fiscal Services.

DEPARTMENT OF HEALTH & SOCIAL SERVICES  
Division of Management Services  
DMS-141 (Revised 7/87)

STATE OF WISCONSIN

## DEPOSIT VOUCHER

FY <b>7</b>	Deposit Voucher Number <b>44001</b>		<input checked="" type="checkbox"/> DV		Comments/Notations <b>Deposit July 6-10, 1996</b>  <b>JV 14006</b>		Prepared By _____ Date _____		
Org. # <b>201</b>	Organization Name <b>MMHI</b>			Division/Institution Approval _____ Date _____					
Net Amount <b>122.86</b>		Appn. <b>975</b>	Data Type <b>1</b>	General Accounting Approval _____ Date _____					
				Pre-Audit Approval (if applicable) _____ Date _____					
							▼ Debit=00 Credit=40		
Line	Appn.	Account	Center		Amount	Debit/ Credit Code	Description	Cross Ref.	Error Message Code
01	<del>975</del>	<b>499990</b>	<b>2101</b>	<b>000 001</b>	<b>122.86</b>	40	<b>See JV 14006</b>		
02					.	40			
03					.	40			
04					.	40			
05					.	40			
06					.	40			
07					.	40			
08					.	40			
09					.	40			
10					.	40			
11					.	40			
12					.	40			
13					.	40			
14					.	40			
15					.	40			
Entered By _____			Date _____		Total this Page (optional) _____		Distribution: Original - BRS Copy - Organization _____		Page _____ of _____

## **Memorandum**

**Office of State Treasurer**

101 E. Wilson, 5th Floor

Madison, WI 53702

Phone: (608) 266-1714

Fax: (608) 266-2647

**DATE:** October 1, 1996  
**TO:** Depositing Departments  
**RE:** Departmental Deposits

In order to make balancing deposits easier for both the bank and the Treasurer's Office, attached are instructions on how deposits should be packaged and identified.

The deposits you make (cash, checks, etc.) must EQUAL the Cash Receipt Document total being entered in WISMART. We would appreciate your special attention to this balancing procedure so that the time spent in reconciling deposits can be reduced.

With the conversion to WISMART a few years ago, it is now necessary to segregate cash and checks in separate deposits. WISMART recognizes the fact that there are two (2) distinct banks involved in the process. Cash is deposited at Firststar Bank, Madison, and checks are couriered to Firststar Bank, Milwaukee for processing.

**For a check deposit do the following:**

1. Total the checks and prepare a tape or a Check Packet Identification slip for the batch. All checks should be properly endorsed as indicated on the attachments. Additionally, the endorsement information should be stamped on the bottom of the adding machine tape or Check Packet ID slip. The State of Wisconsin makes hundreds of deposits a day and it is imperative that this identifying information remain with the check deposit.
2. Prepare a Cash Receipt Document in WISMART. Following your WISMART instructions, the Document ID number for a check deposit should begin with CR(agy)CK(ORGN)#. For a check deposit, the Bank Account Code

should be '01'. Be sure the document is properly edited and that the agency approvals are applied. Make a screen print of the first page of the document.

3. Complete a deposit ticket. Write the CR Document Number in the space indicated on the deposit ticket.

The standard deposit ticket is a 4-ply document.

Copies 1 & 2 (white and blue) are attached to checks being sent to the bank. White copy is for the bank and the blue copy is validated as received by the bank and returned to Treasury.

Copy 3 (pink) should be attached to the CR screen print and is used by Treasury to post deposit records. It is held in a pending file until receipt of validated blue copy is received from bank.

Copy 4 (yellow) is retained by depositing department as part of their records.

4. Each deposit should be banded and placed in an individual plastic bag with the adding machine tape on top of the checks and the deposit ticket clearly visible. The CR screen print and the pink copy of the deposit ticket should accompany the deposit, but should NOT be inside the plastic bag.

Deposit tickets and plastic bags are available at the Treasurer's Office.

#### **For a CASH deposit:**

Complete a Cash Receipt document in WISMART. Following your WISMART instructions the Document ID number should begin with CR(agy)CH(ORGN)#. For a CASH deposit, the Bank Account Code should be '02'. Make sure the document is properly edited and that the agency level approvals are applied. Make a screen print of the document and deliver it together with the cash to the State Treasurer's Office. DO NOT prepare a deposit ticket for a cash deposit.

## Samples of Properly Identified Deposits

### Check Deposit

0. C

125.63	+
19.48	+
31.67	+
109.78	+
123.45	+
400.54	+
65.99	+
52.96	+
26.82	+
5 000.00	+
586.97	+
458.67	+
68.41	+
7 070.37	T

PAY TO THE ORDER OF  
**FIRSTAR BANK**  
MILWAUKEE, WISCONSIN  
Department of Financial  
Institutions

State Treasurer  
State of Wisconsin

### Deposit of Packet Containing Checks of Like Denomination

Check Packet Identification  
THIS PACKET OF CHECKS CONTAINS  
THE FOLLOWING NUMBER OF CHECKS  
AT THE DENOMINATIONS INDICATED:

49	@ \$ 5.00	TOTAL \$ 245.00
60	@ \$ 15.00	TOTAL \$ 900.00
22	@ \$ 20.00	TOTAL \$ 440.00
—	@ \$ —	TOTAL \$ —
—	@ \$ —	TOTAL \$ —
—	@ \$ —	TOTAL \$ —
—	@ \$ —	TOTAL \$ —
—	@ \$ —	TOTAL \$ —
GRAND TOTAL \$		1,585.00

DEPOSITED BY:

PAY TO THE ORDER OF  
**FIRSTAR BANK**  
MILWAUKEE, WISCONSIN  
Department of Financial  
Institutions  
State Treasurer  
State of Wisconsin

# Samples of Properly Completed Deposit Tickets



Firststar Bank Milwaukee, N.A.

10-1 96

CREDIT TO THE CHECKING ACCOUNT OF:

STATE TREASURER  
STATE WISCONSIN

DEPOSIT	DOLLARS	CENTS
CHECKS OR TAPE TOTALS	7,070	37
TOTAL DEPOSIT	7,070	37

DOCUMENT ID CR Finl Institutions CR144CK700000004  
AGENCY ID NUMBER

⑆075000022⑆ 111851 166⑈



Firststar Bank Milwaukee, N.A.

10-1 96

CREDIT TO THE CHECKING ACCOUNT OF:

STATE TREASURER  
STATE WISCONSIN

DEPOSIT	DOLLARS	CENTS
CHECKS OR TAPE TOTALS		
List	1,585	00
TOTAL DEPOSIT	1,585	00

DOCUMENT ID CR Finl Institutions CR144CK7000000006  
AGENCY ID NUMBER

⑆075000022⑆ 111851 166⑈





August 1, 1988

**\*\*IMPORTANT ANNOUNCEMENT\*\***

Recently Congress enacted a law, called the Expedited Funds Availability Act, which affects us as a financial institution and you as our customer. Beginning September 1, 1988, all banks and their customers will be required to comply with provisions of the Act which specify the location of indorsements on checks that are deposited to your commercial business account(s).

The mandatory check indorsement standards state that the 1 1/2 inch area starting at the "trailing edge" of a check is reserved for your indorsement and any indorsement of your customers. The limited space allowed by the Act for your indorsement may require you to obtain smaller indorsement stamps and/or modify automated indorsements from either cash registers or other equipment used to apply indorsements.

The middle area of the check (1 1/2 inches on a personal size check or 3 1/2 inches on a business size check) is reserved for the "bank of first deposit." It is required that this area NOT contain any pre-printed, stamped, or handwritten customer information or other notations. Failure to leave this area blank could result in delays on checks that are returned by your customers' bank. Should this occur, losses associated with delays caused by unreadable bank indorsements will be the responsibility of the depositor.

On the reverse side of this announcement is a drawing of both a personal and business size check, which illustrates the new indorsement standards. Should you have any questions, or require assistance, please contact your First Wisconsin account officer.

# INDORSEMENT ELEMENTS

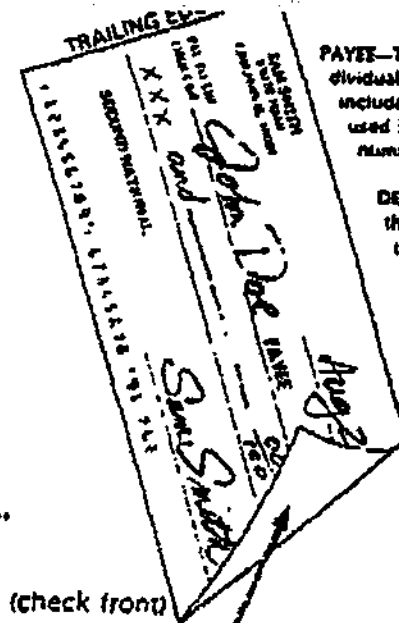
**PAYEE**—This section of the check—up to 1½" from the trailing edge—is reserved for the Payee (an individual or corporation to which the check is made payable). Required information for this section includes an authorized signature of an individual; or the stamp of an organization; or the stamp used by a merchant to record information about the writer of the check (e.g., driver's license number, credit card number, etc.).

**DEPOSITARY BANK**—This section of the check—starting 3" from the leading edge to 1½" from the trailing edge—is reserved for the Depositary Bank. Required information to be included in this area is the bank's 9-digit routing number (set off by arrows at each end and pointing towards the number), the bank's name and location, and the indorsement date. This indorsement must be in purple or black ink.

**SUBSEQUENT COLLECTING BANK**—This section of the check—from the leading edge to 3" from the leading edge—is reserved for the Subsequent Collecting Bank and could also be indorsed by the Returning Bank. Required information to be included in this area is the bank's routing number and the indorsement date; both are to be printed in other than purple ink.

**RETURNING BANK**—The returning bank indorsement can be placed anywhere on the check except those areas reserved for the Depositary Bank and the Payee (3" from the leading edge to the trailing edge). In addition, this indorsement must be printed in other than purple ink.

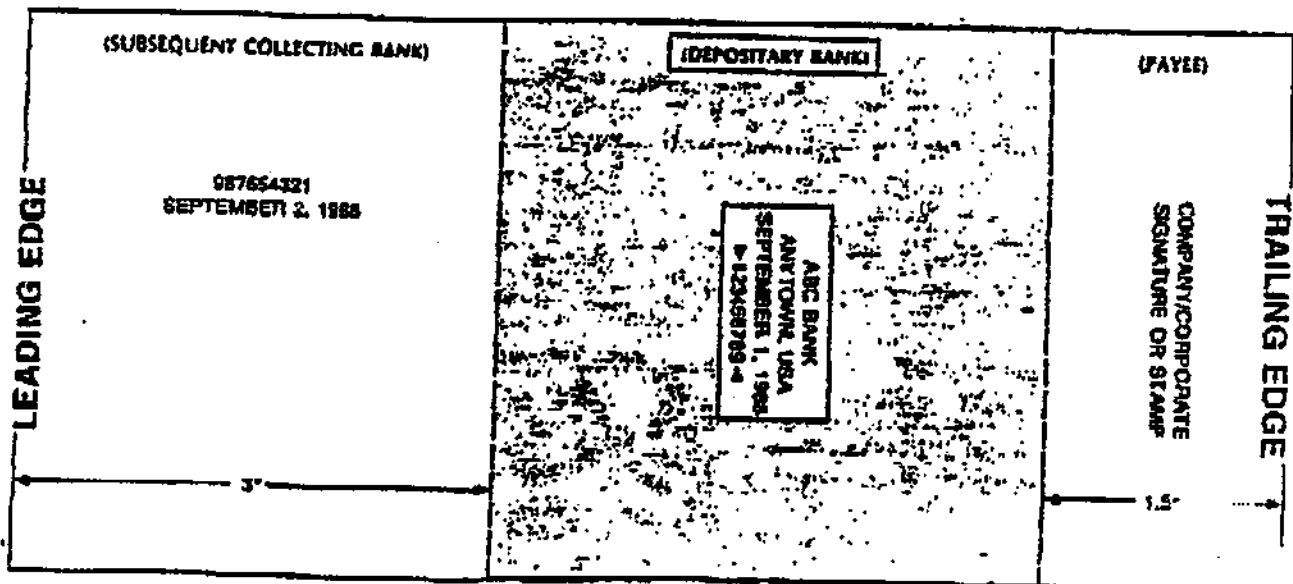
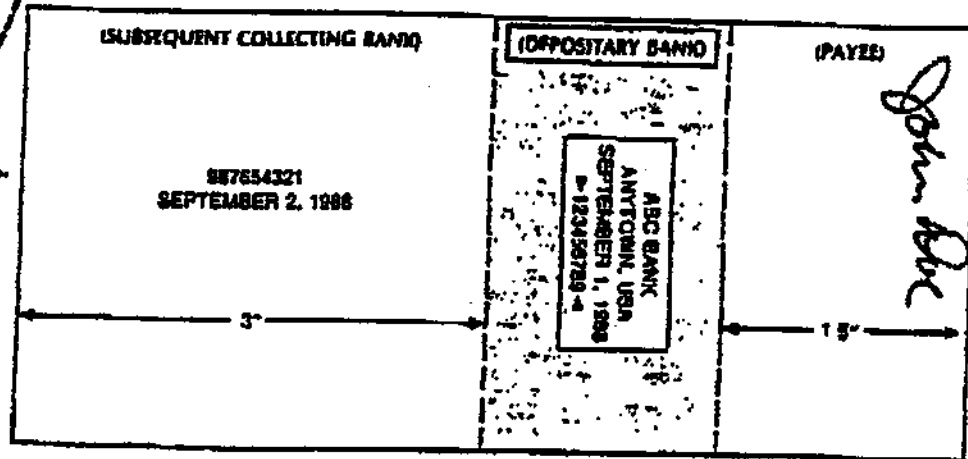
See below for Optional Indorsement Elements



(check front)

LEADING  
EDGE

(check back)



In the example above (top), a standard-sized personal check—approximately 3" by 5"—is used to illustrate the indorsement areas. Business checks can vary widely in size. However, the width of the indorsement area allotted to the Subsequent Collecting Bank and the Payee remains the same (see bottom example).

DEPARTMENT OF HEALTH & SOCIAL SERVICES  
Division of Management Services  
DMS-122 (Rev.12/92)

ATTACHMENT 3

STATE OF WISCONSIN

## JOURNAL VOUCHER

FY <b>7</b>	Journal Voucher Number <b>14006</b>	<input checked="" type="checkbox"/> AN <input type="checkbox"/> AM <input type="checkbox"/> AD <input type="checkbox"/> AW	Comments/Notations <b>Receipt 9431 to 9435</b>  <b>See DV 44001</b>		Prepared By _____ Date _____					
Org. # <b>201</b>	Organization Name <b>MMHI</b>				Division/Institution Approval _____ Date _____					
Net Amount <b>- 0 -</b>	Appropriation <b>975</b>	Data Type <b>1</b>	Debit/Credit Code * Debit = 00 Credit = 40		General Accounting Approval _____ Date _____					
			Pre-Audit Approval _____ Date _____							
Line	Appn.	Account	Center			Amount	Debit/ Credit Code*	Description	Cross Ref.	Error Message Code
1	975	499990	2101	000	001	122.86	00	DV 44001		
2	237	403190	2101	312	607	35.00	40	LAD LAKE INC		
3	229	31670	2101	000	810	87.86	40	Return of V 07030		
4										
5										
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